

Leaving and Listening to Voice Mail Messages

Use voice mail to record a message send it to a subscriber's mailbox.

To leave a voice mail message:

1. Do one of the following:
 - Press **MESSAGE**. Then press **2** (**LEAVE**), and then press **2** (**VMAIL**).
 - Press **∞ 9 3**.
2. Dial the extension number.
3. Leave your voice mail message, and then hang up.

To listen to a voice mail message:

1. While the handset is on-hook, press the flashing **MESSAGE** button. Then lift the handset if desired.
2. If there is more than one message, press **⏮ | ⏭** to scroll through the messages.
3. Press **#** to connect to your mailbox, enter your password, and then press **#**.

TIP

To avoid entering your password each time you access your mailbox, you can use Inter-Tel Personal Communicator for Web to enable Auto Logon settings (Options tab - Preferences [Edit] - **Voice Portal**).

Paging Subscribers

A page is an announcement through endpoint speakers or external speakers. The Paging feature uses page groups to prevent announcements from transmitting through every endpoint in the system. Contact your system administrator for page group numbers and list them below for your convenience.

PAGE GROUP	NUMBER

To use the Page feature:

1. Press **PAGE** or **∞ 7 5**.
2. Enter the page group number. A confirmation notice appears.

PAGE IN PROGRESS
1:30 FRI DEC 16

3. Place the page announcement, and then hang up.

To cancel the page: Hang up.